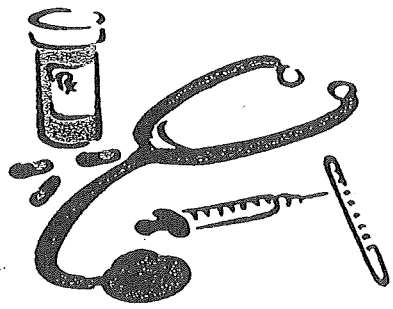


WHITESBORO CENTRAL SCHOOL

Westmoreland Rd School

HEALTH OFFICE POLICY

Mrs. Karas, RN
School Nurse
266-3444

WESTMORELAND ELEMENTARY SCHOOL
HEALTH OFFICE POLICY

(Please read carefully and save for future reference)

ATTENDANCE

Please call the school nurse (266-3444) on the first day of each absence with your child's name, teacher and reason for absence. Westmoreland School will contact you only after your child is absent from school for 3 consecutive days.

For the protection of your child and others, please do not send your child to school with symptoms of any of the following:

1. **Upset stomach/vomiting**
2. **Sore throat with a fever and/or stomache**
3. **Fever**
4. **Diarrhea**
5. **Swollen glands**
6. **Earache**
7. **Persistent cough**
8. **Yellow/brown drainage from eyes**
9. **Any communicable illness**

Students should be 24 hours free of symptoms (fever, vomiting, etc.) before returning to school.

If a student reaches 5 absences, a letter will be sent home notifying parent/guardian of the percentage of school missed.

Parents do have the right to be notified when a child is absent from school. If any parent desires such notification , you must forward to the school nurse a request in writing including appropriate phone numbers. The school is then required to notify the parent when a student is absent.

EXCUSES

A written excuse signed by the parent/guardian is required for any absence on the day the child returns to school. This must be dated, state the exact nature illness (not just "child was sick"), and list of absences.

INJURIES OR ILLNESS

If a student is unable to participate in gym/recess due to illness or an injury, a statement from the attending physician excusing the child MUST be provided. The note should include the reason. Before a student can resume full activity a release from the physician must be on file in the health office.

If a child is injured or becomes ill at school, the parents will be notified. If the parents are not available, then the person designated to be called in an emergency will be contacted. PLEASE be sure to keep the school notified of any changes in phone numbers, addresses, places of work and emergency contacts.

Each student has a permanent Health Record on which pertinent health information is recorded. Please keep the school nurse informed of any health problems. All information is kept confidential.

PHYSICAL EXAMINATIONS

New York State Law requires that each child in Grades Kindergarten, Two and Four as well as all new students receive a physical examination. If your child has had a physical by your own physician within the year the student enters the grade , please send a copy to the school nurse. Please call Mrs. Karas if your child is scheduled for a physical examination with your physician during the current year and you need the physical form.

MEDICATION (during school day)

School policy regarding administration of medication is consistent with procedures established by New York State Education Law.

For students to receive medication (prescription or nonprescription, including cough drops & other "over the counter" drugs) during the school day, the following procedures MUST BE FOLLOWED AND RENEWED EACH YEAR.

1. **The parent/guardian must submit a written request to the school.**
2. **A written request form the prescribing physician which includes the name of the medication, frequency, dosage, route and need for the medication.**
3. **The medication must be brought to the school by a responsible adult, in the original container, labeled with the name of the medication, prescribed dosage. The school nurse or trained designee must administer all medications in the nurse's office.**

Generally, students may not carry medication with them at school. However, if the child's physician requires him/her to carry medication (i.e. inhalers), the following must be on record in the health office:

1. **A written order from the physician**
2. **A written request from the parent**
3. **A signed statement from the physician stating that the student has received appropriate training in the self- administration of the medication.**

If you have any questions regarding these policies or any questions during the school year in regards to your child's health care at school please do not hesitate to call Mrs. Karas, School Nurse at 266-3444.